



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 10 22 13	<u>Interviewer:</u> Laura Eckert	<b>RFA #13 –38</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU faculty, [REDACTED] Department		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.)</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐ Faculty ☒    Staff ☐ Student ☐  
 Respondent (if app.):    Male ☐ Female ☐    Administrator ☐ Faculty ☐    Staff ☐ Student ☐

**Category:** *(Please check at least one)*

- |                                                        |                                            |                                             |                                                |                                              |
|--------------------------------------------------------|--------------------------------------------|---------------------------------------------|------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |                                            |                                             |                                                |                                              |

Time Line		
Date	Item	Comments
10 22 13	Intake	LE met with [REDACTED]
10 22 13	LE emailed [REDACTED]	Follow up, what outcome are you seeking?
10 22 13	t/c from [REDACTED]	See notes in file
10 24 13	LE email to [REDACTED]	Pls call
11 5 13	LE email to [REDACTED]	Pls fill out attached authorization form so I can speak with HR in detail, pls return by 11/6
11 6 13	LE t/c to [REDACTED] 10 am	No voice mail x [REDACTED]
11 6 13	LE t/c to [REDACTED] 1:20 pm	No voice mail x [REDACTED]
11 6 13	LE email to [REDACTED]	Please call today or tomorrow, no responses to email and no voice mail

11 6 13	LE mtg w [REDACTED]	See notes in file
	LE t/c [REDACTED]	Verified date tenure materials had to be submitted in fall 2012, see file
11 25 13	LE sent [REDACTED] close out email	See file

### SUMMARY NOTES TO FILE

Laura Eckert met with [REDACTED], Assistant Professor [REDACTED], on October 22, 2013. Professor [REDACTED] questioned whether she should have received additional time to apply for tenure as an accommodation for a medical issue. She took medical leave in Fall of 2011 for one quarter and received a one year extension to submit her tenure materials.

Ms. Eckert talked with [REDACTED], Department Chair, [REDACTED], and Chyerl Wolfe-Lee, Assistant VP for HR, to understand the timeline for tenure and any accommodation request.

Professor [REDACTED] stated that the tenure materials needed to be submitted by October 1, 2012 for review by the department.

Professor [REDACTED] met with her union representative on October 26, 2012.

Professor [REDACTED] met with Chyerl Wolfe-Lee on November 8, 2013 and asks for an ADA accommodation, a 2 year extension on submitting her tenure materials. Chyerl Wolfe-Lee said she consulted with Assistant Attorney Generals Wendy Bohlke and Denis Pruitt, who advised her that the request for accommodation was too late since it was after the submittal date (October 1, 2012) and after the department chair had reviewed her tenure materials. Ms. Wolfe-Lee determined that Professor [REDACTED] was a qualified person with a disability but that she could not grant the accommodation requested because the request came in on or after the tenure deadline but that ultimately the decision was at the discretion of the Dean. Ms. Wolfe-Lee says she met with Dean [REDACTED] who reviewed the request and he denied it.

Professor [REDACTED] had already submitted her tenure materials on or before October 1, 2012.

Ms. Eckert conducted research and confirmed that ADA accommodations cannot be granted retroactively. Ms. Eckert tried to reach Professor [REDACTED] by phone and email to meet with her but was not successful. Therefore, Ms. Eckert emailed Professor [REDACTED] on November 25, and discussed the outcome of Ms. Eckert's informal inquiry. See email.